

## APPLICATION FOR NEW CAREER AND TECHNICAL EDUCATION PROGRAM

### INSTRUCTIONS:

- This form is to be completed and submitted when the local education agency desires to add a new Career and Technical education program composed of courses that are currently approved by the State Board of Education. (Approval for courses that are not already approved by the State Board of Education must be requested using Form ED-2135 *Application for Special Approval of Course*.)
- Submit the application to Ralph Barnett, Assistant Commissioner of Career and Technical Education, 710 James Robertson Parkway, 4th Floor, Andrew Johnson Tower, Nashville, TN 37243-0383. This form is due no later than June 30<sup>th</sup> each year.
- Complete a separate application for each new program or course. In order to expedite approval of this application in a timely manner, all questions should be answered and requested documentation submitted. Incomplete applications will be returned.
- Local education agencies will be notified of the approval or disapproval of this application via a letter from the Assistant Commissioner for Career and Technical Education.

SCHOOL SYSTEM \_\_\_\_\_ Application Date \_\_\_\_\_

### I. PROGRAM AREA (Check one.)

- |   |   |
|---|---|
| <input type="checkbox"/> Agricultural Education       | <input type="checkbox"/> Marketing Education          |
| <input type="checkbox"/> Business Technology          | <input type="checkbox"/> Technology Engineering       |
| <input type="checkbox"/> Family and Consumer Sciences | <input type="checkbox"/> Family and Consumer Sciences |
| <input type="checkbox"/> Contextual Academics         | <input type="checkbox"/> Occupational                 |
| <input type="checkbox"/> Health Science Education     | <input type="checkbox"/> Trade/Industrial Education   |

### II. PROGRAM INFORMATION

#### A. Program Identification and Location

School/Facility Where to be Offered: \_\_\_\_\_

Date of Implementation: \_\_\_\_\_

- B. List each course to be offered in this program area, and provide the following information with regard to the course(s) to be offered:

Course Title	Course Code	Length of Course	Grade Level(s) to Be Served?	Credit(s) to Be Offered

- C. Data on student interest for this program/course must be provided. Please attach sample copy and a summary of the results of any student survey conducted.
- D. List the name, endorsement code(s), and teacher number of the individual who will be teaching this course.

Name:	Endorsement Code(s):	Teacher #:
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If this individual is not certified to teach the course, please describe plans for procuring a certified teacher.

- E. State this program's career and technical student organization:

\_\_\_\_\_

- F. List the program's advisory committee members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- G. List the name of the institution(s) and the course(s) to be articulated (both secondary and post-secondary).

Name of Institution	Courses to Be Articulated: Secondary⇒Postsecondary
	⇒
	⇒
	⇒

Attach a copy of the articulation agreement.

- H. Describe the program sequence in which courses will be offered. List all courses involved in the sequence.

[Note: Career and technical education programs should afford students the opportunity to be concentrators. Three courses in a program area **must** be offered.]

- I. Analyze and summarize, briefly, labor market and employment needs within the local area to support the addition of this program. List the source and date of the data used in making the decision to add this program/course and attach the data to this application.

***The locality assures that the program/course will operate consistent with current State Board of Education approved Curriculum Standards and Regulations and with the Tennessee State Plan for Career and Technical Education.***

\_\_\_\_\_  
Name of Person Completing Form

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Superintendent (original)

\_\_\_\_\_  
Date